

Little Traverse Bay Bands of Odawa Indians
JOB POSTING

Job Title:	Gaming Inspector
Department:	Regulatory
Reports To:	Internal Audit Manager
Status:	Non-Exempt
Salary Range:	\$15.13 to \$20.47 per hr. / (\$31,475 - \$42,584) Annual
Level:	4
Opens:	March 11, 2016
Closes:	April 01, 2016

Summary:

The person in this position shall report directly to the Internal Audit Manager. Primary area of responsibility will be gaming machines, online systems and related software. Also includes game/asset protection and control, investigations, customer disputes and Title 31 compliance. The Gaming Inspector shall assist in monitoring Odawa Casino Resort and Hotel operations for compliance with the Little Traverse Bay Band of Odawa Indians Minimum Internal Control Standards, Little Traverse Bay Band of Odawa Indians/State of Michigan Compact, policy and procedures, and all other applicable standards with respect to the operations. Also assist in the conducting audits of the Gaming Operations and assess effectiveness of controls, accuracy of financial records, and efficiency of operations.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- To ensure that LTBB Gaming Operations are in compliance with:
 - Approved Internal Control
 - Policies and Procedures
 - Little Traverse Bay Band of Odawa Indians Internal Control Standards
 - Little Traverse Bay Bands of Odawa Indians/State of Michigan Gaming Compact
- Primarily responsible for monitoring gaming machines, Slot Department, related system protocol and software.
- Will stay current and updated on new technology and review and report as requested.
- Perform audits of gaming machines and related operation, submit findings, and make recommendations.
- Perform follow up observations and examinations to verify compliance.
- Monitor casino management, operations and service providers, contractors, and subcontractors of the gaming equipment for compliance with rules and regulations.
- Examine Table Games Department activities for compliance with Approved Internal Controls and Departmental Policy and Procedures.
- Ensure Operations are compliant and perform investigations as needed regarding the Bank Secrecy Act.

- Investigate gaming disputes for the LTBB Gaming Regulatory Commission. Examine Slot Department activities for compliance with Approved Internal Controls and Departmental Policy and Procedures.
- Analyze data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.
- Assess the proper accountability of assets by conducting inventories as needed.
- Must have thorough understanding of LTBB, and NIGC Minimum Internal Control Standards, LTBB/State of Michigan Compact requirements, gaming operations and gaming accounting principles.
- Perform other duties as assigned.

Education and/or Experience:

Associates degree in Computer Science, Accounting, Criminal Justice, or other related field is preferred with at least two years of gaming experience with technical equipment, gaming machines, computer systems, or slot accounting systems. A combination of education and experience may be acceptable.

Qualifications:

Must possess excellent communication skills, both verbal and written. Must have the highest level of integrity, and exercise good judgment. Must possess a valid Michigan Driver's License, reliable transportation, and be insurable under the Tribe's insurance.

Work Environment/Physical Demands:

In the performance of your job duties you may be subject to a smoke filled environment and loud and continual noise levels. If you are smoke intolerant and are physically affected by noise levels you may not be able to perform the duties assigned to you. This position requires the individual to wear appropriate casual business attire. May be required to work outside normal office hours to perform audits and other observations.

Language and Writing Skills:

Must possess the ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and governmental regulations. Must have the ability to write investigative reports, other audit documentation, and business correspondence.

Comments:

Selected candidate must be able to pass an extensive background investigation including drug screen and finger printing. Candidate must be available to work various shifts and weekends. Candidate must be able to travel during the course of the workday and for training, in and out of state.

Indian preference will apply.